

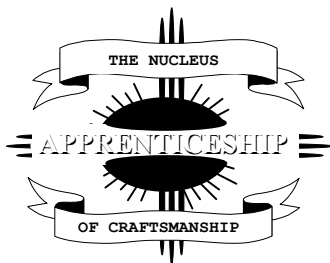


**STANDARDS OF APPRENTICESHIP**  
**adopted by**

**KAISER ALUMINUM AND CHEMICAL CORPORATION (TACOMA WORKS)**  
**APPRENTICESHIP COMMITTEE**

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<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
WORKS REPAIRER (INDUSTRIAL)	899.261-014		7280 HOURS



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

OCTOBER 20, 1995

Initial Approval

By: MELINDA NICHOLS  
Chairman of Council

JULY 19, 1996

Addendum Amended

By: ERNIE LAPALM  
Secretary of Council

APRIL 17, 1998

Committee Amended

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1. GEOGRAPHICAL AREA COVERED:

Kaiser Aluminum and Chemical Corp., 3400 Taylor Way, Tacoma, WA 98421

2. MINIMUM QUALIFICATIONS:

Age: 18  
Education: Have a High School Diploma or Certified Equivalent  
Physical: Be physically fit without regard to any occupationally irrelevant physical handicap.  
Testing: Must have taken and passed all phases of a validated specific aptitude test for the occupation. Both reading (RC2B) level GED 3, Bolt Math (ARIB) level GED 4, Manual Dexterity and Spatial (S-363-R75).  
Other: None

3. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

A. Selection Procedures:

The need for apprentices under this program will be determined by the Company and reviewed with the Joint Training Committee, but the final determination of need rests exclusively with the Company. Notice of apprentices vacancies shall be posted in accordance with the general practices and procedures outlined by the appropriate labor agreements.

Applicants for training programs will be selected in accordance with the applicable seniority provisions of the Basic Labor Agreement and local Supplements without regard to race, creed, color, national origin, sex, age, or handicap. Employees currently working in a Trade or Craft or Assigned Maintenance Job with a standard rate in excess of Job Class 19 shall not be eligible for entrance into the training program without prior approval of the Committee.

Applicants shall be furnished a form which contains space for the employee's name, seniority, schooling, and the details of any special training and/or related experience which may tend to qualify him/her for advance credit in the training program. The form shall be signed by the employee and returned to the Committee. Applicants who meet minimum qualifications will be referred to the Committee for final interview and credit approval.

Applicants accepted by the Committee will be notified in writing of their selection and advanced standing, if any, and a copy of the notification shall be sent to the Company, the Union, and a copy shall be kept by the Committee.

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B. Affirmative Action Plan:

1. The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, creed, color, religion, national origin, sex, or handicap. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.
2. To correct a recognized area of deficiency due to the under utilization of minorities and females in apprentice positions, the objective of the Apprenticeship Committee will be to fill apprenticeship positions in accordance with the Master Agreement.
3. As apprentice vacancies become known, notices containing all pertinent information to the vacancies will be posted on all plant bulletin boards prior to the apprentice job bid being posted. The bulletin board notices will contain the Master Agreement provisions stated above to encourage eligible minorities and females to sign the apprentice job bid.

4. TERM OF APPRENTICESHIP:

The term of apprenticeship shall be 7280 hours of reasonably continuous employment. The term of apprenticeship will be the sum of seven (7) 1,040 hour period totaling 7,280 hours of reasonably continuous training. Time lost due to extended or recurring sickness or accident, reserve duty, other leave of absence, or layoff will not be credited toward the work process hours. Regular vacation and holidays not worked will not be credited toward the work process hours.

Applicants for a training program shall be verbally examined with respect to previous training and/or experience and, when the Committee deems necessary, by performance demonstration tests to determine the amount of advanced standing to be credited, if and in such cases, the total time required in the program may be shortened by the Committee, and the apprentices will be assigned to the wage rate applicable to the period to which the apprentice has been advanced, but such advanced standing will only be granted to apprentices who demonstrate their entitlement to the satisfaction of the Committee.

Advanced standing credit shall not exceed the total of time devoted to either the particular work processes or classroom training course of instruction involved in the training program, but in no event shall an apprentice be granted more than the total time involved in the particular training program, less the 1,040 hours probationary period. Credit hours may also be granted for exceptional training progress.

5. PROBATIONARY PERIOD:

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All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first 1,040 hours of training.

6. RATIO OF APPRENTICES TO JOURNEYMEN:

For ten (10) journey-level workers regularly employed, employer may have one (1) apprentice.

7. WAGE PROGRESSION:

Apprentices shall be paid on the following percentage basis in accordance with WAC 296-04-270(2)(c). Apprentice shall be paid the wage rate for each period as outlined below:

1st	1040 hour period = Grade 6	83.42%
2nd	1040 hour period = Grade 8	85.16%
3rd	1040 hour period = Grade 10	86.91%
4th	1040 hour period = Grade 13	89.53%
5th	1040 hour period = Grade 16	92.15%
6th	1040 hour period = Grade 19	94.77%
7th	1040 hour period = Grade 22	97.38%

After completion of 7,280 hours assume journey-level. Work repairer base is Grade 25. As of January 2, 1995 the wage rates are as follows.

Grade 6	=	\$12.336	Grade 16	=	\$13.626
Grade 8	=	\$12.594	Grade 19	=	\$14.013
Grade 10	=	\$12.852	Grade 22	=	\$14.400
Grade 13	=	\$13,239	Grade 25	=	\$14.787

Apprentices will receive the wage rate of the permanent job from which they bid or Job Class 6, whichever is higher, for the first 1,040 hour wage progression period. During the intervening 1,040 hour periods, the wage rate for an apprentice paid at a wage rate higher than for Job Class 6 will not be reduced and adjusted and will not be subject to the periodic progression adjustments until such time as the length of training would give the apprentice a higher rate in accordance with the wage progression provision. However, in no instance will the wage rate exceed the standard hourly wage rate of the job for which the apprentice is being trained. All apprentices will be eligible for general wage rate increases, stock, bonuses, cost-of-living adjustments and will use their retained wage rate for benefit purposes.

Rate retention will cease once the apprentice leaves the training program for any reason; or when the rate as described in appendix D, paragraph XIV of the Master Aluminum Labor Agreement exceeds the retained rate; or when the apprentice completes the training program.

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8. WORK PROCESSES

Works repairer (Industrial)                      D.O.T. #899.261-014                      Approximate Hours

During the term of apprenticeship, the apprentice shall receive such instruction and experience, in all branches of the occupation, as are necessary to develop a practical and versatile worker. Major processes in which apprentices will be trained (although not necessarily in the order listed) and approximate hours (not necessarily continuous) to be spent in each are as follows:

Areas of training

Automotive	Forklifts, tow motors	400	1300
	Pullers, Flex machines	400	
	Crust Breakers	400	
	Auto Shop General	100	
Electrical	Control, Motors	600	2120
	Rectifiers, Transformers	280	
	Power Distribution	120	
	Wiring, Lighting	240	
	Celtrol and APC	280	
	Meter and Relaying	240	
	Rectifier Station Operation	080	
	Electric Shop General	160	
General Mechanical	Blue Print Reading	120	2680
	Machine Shop	240	
	Jack Shop	240	
	Tool Repair	080	
	Port Maintenance	160	
	Air Conditioning	120	
	Air Control Operation	080	
	Paste Plant Maintenance	400	
	Refractory	200	
	Pot Room Maintenance	360	
	Rod Mill Maintenance	320	
	Air Control Maintenance	240	
	Carpentry/Painting	200	
	Paste Plant Operation	040	
Welding	Arc and Gas Welding	320	900
	Burning and Cutting	120	
	Blacksmith/Tool making	240	
	Automatic Welding	080	

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Weld Shop General		140	
Safety/Misc.	Safety/Misc.	<u>280</u>	<u>280</u>
TOTAL HOURS:			7280

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS  
UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED  
IN THESE STANDARDS.

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9. RELATED/SUPPLEMENTAL INSTRUCTION:

A. Each apprentice shall enroll in and attend classes in subjects related to this trade as approved by the Joint Apprenticeship and training Committee. An application for tuition reimbursement signed "Approved" by the Committee means the course is approved. Upon successful completion of the course Kaiser will reimburse all covered expenses through the Tuition Refund Program. Each apprentice shall enroll in and attend classes in subjects related to this trade as approved by the State Board for Community and Technical Colleges, for a minimum of 144 hours per year.

B. The methods of related/supplemental training shall consist of one or more of the following:

- ( ) Supervised field trips
- ( ) Approved training seminars
- ( ) A combination of home study and approved correspondence courses
- ( ) Technical college
- ( ) Community college
- ( ) Other: Program Sponsor

C. Hours: 144

D. Satisfactory progress must be maintained in related training classes.

Satisfactory progress means:

1. Must attend 75% of available classes for each course.
2. Finish the set of classes started.
3. Be attentive in each class attended.
4. Meet school standards for passing the course.
5. Receive a passing grade from the instructor.
6. Submit documentation to support 1 through 5 above on a current apprentice outside class record form.

10. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Apprentices' Hours and Supervision: The work processes will be done initially under supervision and direction, however, as soon as practicable the apprentice shall be given on-the-job work which he/she can perform individually on his/her own and which will be checked for quality and accuracy by a standard rate craftsman or by a supervisor. Two apprentices will not be worked together as partners.

B. An Apprenticeship Committee is established to make the program work effectively. The judgment decisions of the Apprenticeship Committee shall be

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impartial and subject only to the review of the Washington State Apprenticeship and Training Council or their designate. Records shall be made available for review by the Chairman of the Grievance Committee and the Labor Relations Supervisor upon request.

- C. The Apprenticeship Committee will conduct preliminary and final interviews, evaluate previous experience and determine qualified applicants for training. Provide guidance and counseling to individual apprentices. The Apprenticeship Committee may request other individuals to act in a temporary advisory capacity. Costs of maintaining the apprenticeship Committee shall be borne by the Company.
- D. Credit for Previous Training and/or Experience: A person's previous related training and/or experience will be thoroughly examined and may qualify him/her for advanced standing in the apprenticeship program. In such cases, the total time required in the apprenticeship program will be shortened, and the employee will be assigned to the rate applicable to the period to which he/she has been advanced. In no case, however shall more than 6240 hours of credit be granted. A person who has been granted advanced standing must still serve the probationary period.
- E. Probationary Period and Seniority Application:
1. During this period, the apprentice must qualify to continue the training by passing the related technical subject test and by satisfactorily completing the work performance assignments.
  2. The apprentice who enters the program with seniority during the time spent in the training program but shall not accumulate seniority in the maintenance department until satisfactory completion of his/her apprenticeship program retroactive to the date his/her program began.
  3. Should either the Apprenticeship Committee or the apprentice terminate his/her apprenticeship Agreement after completion of the probationary period, he/she shall be returned to the plant labor pool and may use his/her accumulated plant seniority to seek out a vacancy.
  4. Applicants for the training program will be selected in accordance with the applicable seniority provisions of the basic labor agreement and local supplement with out regard to race, creed, color, religion, national origin, sex, age, or handicap.
  5. Written examinations on related technical subjects and "Apprentice Progress Reports" on shop or on-the-job work assignments will serve to determine the apprentice's ability to develop trade and craft skills. Failure



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in the related technical subjects instruction examinations in this first or probationary period is sufficient to terminate the individual's apprenticeship appointment. In such cases, and if the apprentice has been previously employed by the Company he/she will be returned to his/her previous job title if that job exists with his/her accrued seniority.

6. In case an individual has been given credit toward completion of apprenticeship, as indicated in another part of these Standards of Apprenticeship, the related technical subjects test and the performance ratings shall cover subjects material and work assignments required in the particular period of training being served.
7. During the course of apprenticeship, the employee will obtain the necessary hand tools for his/her work. In the event either party would terminate the Apprenticeship Agreement prior to satisfactory completion, the Company agrees to reimburse the employee for tools purchased in relation to this program providing the tools are returned to the Company.

F. Other Periods of the Apprenticeship-Advancement Requirements:

1. The apprenticeship term consists of the sum of periods as outlined in these Standards for the specific craft. The term of each period is 1040 hours.
2. In order to advance from one period of apprenticeship to the next higher period, the apprentice will be required to satisfactorily complete all shop or on-the-job work assignments as set forth for that period, as well as to successfully pass the written related technical subject examination required in that period of apprenticeship.
3. Satisfactory performance of the shop or on-the-job work shall be determined by representative work assignments covering the major divisions of the trade to be learned on the job during that period of apprenticeship. The supervisor in charge, in each case, shall appraise how well the apprentice performs on the work assignments of the major divisions of the trade.

G. Shop or On-The-Job Training:

1. The training of the apprentice in the shops or on-the-job shall be the responsibility of the foreman or other supervisors as assigned by the head of the department. It shall be the responsibility of the foreman or supervisors so assigned to provide the apprentice, working with qualified craftsmen, work experience on each of the major divisions of the trade to be learned on-the-job (Schedule of work process) in the respective trades covered by these Standards of Apprenticeship.

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2. The department head or other person who has the over-all-responsibility for the shop or on-the-job work experience of the apprentice will furnish each month the Apprentice Progress Report to the Committee. From this report, the total hours worked on each major division of the trade to be learned on-the-job, will be recorded on the cumulative record. A record will be kept on the cumulative record in cases where the apprentice's advancement in the trade has been withheld by action of the Apprenticeship Committee because of failure to comply with the advancement requirements. In cases where the apprentice's advancement in apprenticeship has been withheld, as per the provisions in these Standards of Apprenticeship, his/her total time in apprenticeship may be increased according to the provisions of the plan.
3. When in the opinion of the foreman or supervisor, it is necessary that the apprentice be assigned an extended number of hours of time beyond that regularly required for mastery of the major divisions, this shall be so indicated on the Apprentice Program Report. Such extensions of hours in the major divisions need not constitute an extension of the apprenticeship, but may be deducted from some other major division in which the apprentice is proficient. In all cases, the apprentice will be required to complete 25% plus-or-minus of the total number of hours of work required for each major division, except where this requirements is obviated by the granting of credit.
4. A schedule of work process in major divisions of the trade to be learned on-the-job, is prepared for guidance of the on-the-job assignments or work experience of the apprentice. The schedule of work process will be outlined in these Standards of Apprenticeship. The instruction of the apprentice need not follow that chronological order of divisions as they appear in the schedule of work experience, but may be taught in sequence best suited to the volume and type of work common to the trade, provided that all apprentices shall receive instruction on all major divisions of the trade as listed in the schedule of work process, excepting those divisions obviated by credit allowance.
5. An apprentice who fails to get a satisfactory performance rating on all of the major divisions of the trade assigned during that period shall be held in that phase without change of rate of pay for an additional qualifying period. During this he/she shall receive special training in the types of work covered by the assignments in which he/she failed. At the completion of this period the apprentice must show satisfactory performance. He/she may be dropped from the apprenticeship, or given an additional period. Failing this additional period will be cause for automatic removal from the program.

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H. Termination of Apprenticeship:

1. Apprentice: An individual apprentice may at any time, at his/her discretion, terminate the apprenticeship. In doing so he/she must follow the regular apprentice termination procedures and, in addition, submit a written notice of his/her apprenticeship termination to the foreman or supervisor under whose direction he/she has been working. The notice will be available immediately to the Apprenticeship Committee.
2. The Apprenticeship Committee: The Apprenticeship Committee can terminate the Apprenticeship Agreement if the apprentice fails to meet the requirements of these Standards, subject to review by the Washington State Apprenticeship and Training Council.

I. Graduation Certificate of Completion of Apprenticeship:

Upon successful completion of apprenticeship, as set forth in these Standards, and passing such examination as the Sponsor may require, the Sponsor shall recommend that the Registration Agency issue a Certificate of Completion of Apprenticeship.

11. COMPOSITION OF COMMITTEE:

The Apprenticeship Committee shall be composed of equal members representing the employer, Kaiser Aluminum & Chemical Corporation and equal members representing the United Steel Workers of America, Local 7945 Washington, selected by the groups they represent.

The Employer Representatives Shall Be:

Roger Hamm  
Kaiser Aluminum & Chemical Corp.  
3400 Taylor Way  
Tacoma, WA 98421

Michelle Riebe  
Kaiser Aluminum & Chemical Corp.  
3400 Taylor Way  
Tacoma, WA 98421

Ted Rydberg  
Kaiser Aluminum & Chemical Corp.  
3400 Taylor Way  
Tacoma, WA 98421

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The Employee Representation Shall Be:

Mike Kanavan	John Wheeler, Secretary
c/o Kaiser Aluminum & Chemical Corp.	USWA Local 7945
3400 Taylor Way	4519 North Bristol St.
Tacoma, WA 98421	Tacoma, WA 98407

Myron Jacobs  
USWA Local 7945  
32123 32nd SW  
Federal Way, WA 98023

12. SUBCOMMITTEE: (None)
13. TRAINING DIRECTOR/COORDINATOR: (None)